

Supportive Housing Memorandum of Understanding (MOU)

Required Components for Supportive Housing and Long-Term Homelessness Developments Funded by Minnesota Housing

Minnesota Housing developed the following guidelines for a Supportive Housing Memorandum of Understanding (MOU) to document evidence of a mutual understanding between the parties involved with the supportive housing development, including the purpose, terms, definitions and roles and responsibilities. **Required Components** are the minimum requirements for the submitted MOU. **Optional Components** may be included but are not required.

The MOU is an essential tool in the development process that sets forth the mutual intent and roles of the parties. A fully approved and executed MOU is required before Minnesota Housing will schedule a closing for all capital loans or operating grants for developments with supportive housing.

The MOU is intended to be a living document that will evolve and be revised as each party gains experience working with the housing development.

Required Components for Supportive Housing:

I. Parties

Identify who will enter into the MOU, which at a minimum must include the Sponsor/Owner, Management Agent and Primary Service Provider.

II. Background and Intent

- Outline the roles of each party in the supportive housing development
- Describe the housing (location, number of units) and identify the supportive housing units
- Identify the number and types of households to be served
- Describe the eligibility criteria
- Describe the supportive housing service model (housing first, safe haven, program housing- sober housing, youth foyer, etc.; permanent or transitional; case management or service coordination) including any unique supportive housing operations such as front desk or on site management

III. Guiding Principles

Describe the mutual vision/goal shared by the parties for the supportive housing and the principles by which the partners will guide their decisions.

IV. Definitions

Include a definitions section that includes all eligibility definitions, support services, number of units, and income limits for all targeted populations of the development and all funding sources. For LTH units include the state's definition of tenant long-term homelessness eligibility.

V. Eligibility Determination and Tenant Selection

Provide an overview of the tenant selection criteria and plan including the process and roles of each party for determining and verifying tenant eligibility. Be clear about the role of the service provider and management agent in eligibility determination and tenant selection including who makes the final decision if there is disagreement about tenant eligibility or selection.

VI. Roles and Responsibilities

- A. Define joint roles: This is the fundamental component of the MOU that describes the collaboration and communication needed for success. Identify regular meeting schedule between parties. Use the paragraph from the Sample MOU as a guide.
http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_006407.pdf
- B. Describe the service program and the roles and responsibilities of the service provider(s)
- C. Describe the roles and responsibilities of the sponsor/owner
- D. Describe the roles and responsibilities of the management company
- E. Describe the role of other parties as applicable (rent assistance administrator, etc.)

Include the following as applicable:

- Front desk and security: Describe the responsibilities of front desk and security staff
- Rental Assistance Administration: Describe administrative roles for Minnesota Housing funded and/or other project or sponsor-based rental assistance
- Operating Subsidy Administration: Describe how funds will be used and the administrative roles for a Minnesota Housing or Department of Human Services funded and/or other operating subsidy
- Other funding sources: Discuss administration and coordination for developments accessing GRH, McKinney-Vento Shelter + Care or SHP, including referral sources, HUD match requirements and HMIS reporting
- Training: Discuss professional development and supportive housing best practices training plan for each party
- Marketing and leasing- Summarize how this will be accomplished and include the Service Provider role if they play a part in marketing the supportive housing units.
- Cost sharing- identify any cost sharing between parties for supportive housing activities (service costs, HMIS costs, front desk, etc.)

For projects with Long-Term Homeless units include:

- **General Requirements** - Identify entity(s) responsible for implementing required file documentation and information collection for: Initial Occupancy Statement, Government Data Practices Act Disclosure Statement, Verification of Long-term Homelessness forms, Homeless Management Information System (HMIS) data collection, data entry and quarterly reporting.
- **Annual Reporting Requirements** – Identify the entity responsible for the required annual submissions on the approved Minnesota Housing format:
- **Accounting Requirements**- Confirm that the responsible party has an accounting system in place for providing budgets and year-end operating reports on MHFA forms 258 ABCD.

VII. Funding

Identify funding sources for services, rental assistance and unique operating costs for supportive housing.

VIII. General Terms

- Include the MOU's start date and terms for review and revision.
- An authorized signatory from each entity must execute the MOU
- Signatures include name, title, company and date signed

Optional Components:

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| ▪ Credentials of Parties – various licenses held | ▪ Severability |
| ▪ Termination | ▪ Amendments |
| ▪ Confidentiality | ▪ Exhibits |
| ▪ Indemnity | ▪ Other Terms |
| ▪ Arbitration | |
| ▪ Non-discrimination | |